

# State of Connecticut JOB POSTING

## DEPARTMENT OF DEVELOPMENTAL SERVICES JOB OPPORTUNITY CLERK

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public  
**Location:** IFS, New Haven  
**Job Posting No:** 016245  
**Hours:** Full Time 8:00-4:30 p.m. (80 hours biweekly)  
**Salary:** CL 8 \$32,783 - \$41,031 (New State employees are hired at the beginning of the range)  
**Closing Date:** February 10, 2014

**Examples of Duties:** This position located in DDS South Region's New Haven Regional Office. This position serves as general clerical support for the entire Individual Family Support Team including receiving, sorting and distributing mail. General clerical duties include but are not limited to:

**TYPING:** Enters and retrieves data on personal computers and computer terminals; types a variety of forms, cards, labels, envelopes, routine memos, etc.

**FILING:** Maintains logs; sets up and maintains records and files according to established procedures (e.g. alpha, numeric or chronological order); searches files for information.

**REPORT WRITING:** Compiles information from standard sources and prepares reports.

**INTERPERSONAL:** Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information or assistance over the telephone or in person (e.g. counter, reception/information desk).

**PROCESSING:** Copies and collates materials; prepares routine forms and correspondence making minor revisions and additions; receives, sorts and distributes mail; performs a variety of basic and repetitive processing tasks, e.g. sorts, numbers, codes and files materials, reviews materials for accuracy and completeness (ensures categorical information completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to senders or other work units; assists in or maintains inventory and orders supplies; performs related duties as required.

### MINIMUM QUALIFICATIONS REQUIRED:

**Special Qualification and Job Requirements**  
**Knowledge, Skills And Ability** Some knowledge of grammar, spelling, punctuation; basic skills in performing arithmetic computations; basic interpersonal skills; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow oral and written instructions; ability to file; ability to operate office equipment.

**Experience & Training:** **General Experience:** Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

**Preferred Experience:** Preference will be given to applicants with demonstrated Microsoft Suite application experience including: Outlook, Word, and Excel.

### Special Requirements:

1. Incumbent will be required to possess and retain a valid Motor Vehicle Operator's license
2. Incumbent may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Please visit the DDS Intranet site @ [www.ct.gov/ddssi](http://www.ct.gov/ddssi) to view additional postings.

### Application Procedure:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**  
**Department of Developmental Services - South Region**  
**35 Thorpe Avenue, Third Floor, Wallingford, CT 06492**  
**Attn: Recruiter**  
**Phone: 203-294-5122 Fax: 860-920-3035**

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.